

Division for the Visually Impaired
Business Enterprise Program Policy Meeting Minutes
May 25, 2017
Biggs Conference Room
12:00 pm-2:00 pm

Rob Schmidlkofer called the meeting to order.

Those in attendance:

Rob Schmidlkofer, Director of the Business Enterprise Program

Wayne Marsh, Blind Vendors Committee Chair

Andy Kloepfer, Chief Policy Administrator, DVI

Anthony Paolini Blind Vendors Committee

Via phone:

Dava Newnam, Deputy Director, DVI

Gary Pizollo, BVC

The previously approved policies were distributed in advance for final approval. Further discussion of the pre and past requirements of a BEP candidate were discussed. All items such as TB test, credit check, back ground are to be done before the interview. The next topic regarding the training and recruitment topic is the composition of the interviews with the current composition in the policy of two BVC, SLA & VR on the panel. One issue is in the event of a tie, how is a tie broken? Due to a lack of consensus, the topic was tabled. Options suggested: 3 members on panel, 2nd interviews, 3) stay the same with 4 members. Generally all interviews should be diversified to align with standard interview practices.

Policy on audits: It was recommended to change wording of positions listed to DVI "staff". And a new paragraph: SLA in conjunction with the BVC shall select and retain a mutually agreed upon independent accounting firm to conduct a thorough audit of the program's accounting practices, records and bank statements. This audit shall commence on an annual basis, the results of which shall be made public under full disclosure of an and all findings."

From last meeting: recommendation of new policies.

The next topic discussed revolved around the need for a policy regarding the purchase of equipment for current operators using program funds. One question is if it doesn't fall under VR to purchase, should it be the responsibility of the operator or BEP? The group has various perspectives on a policy such as this. An in depth policy would be needed to be fair and equitable. There are not specific fund available for this type of purchase. Resources were discussed for the purchase of equipment. The first draft of this new policy will include resources for assisted technology, pricing, maintenance. The Division for the Visually Impaired technology team is available to assist with assessments, recommendations and training to the

operators. Account 1 was discussed for this type of purchase for existing operators and to be used on a case by case discretion. It was suggested to include guidance for operators to apply for financial assistance for equipment if needed. Specific guidance on account one and the RSA (Randolph Shepherd Act) will be discussed at the next meeting.

Terry Smith will be on site June 5-9, 2017, for program evaluation, meet with operators and make recommendations. After his visit, a strategic plan will be presented.

Topics on the horizon for further discussion include:

- DelDot vending
- BEP operators leaving state payroll system
- Healthy vending
- Locations
- BEP/VR relationships

Respectfully submitted

Claudia Brady